



Web-Based Training: Should it be on Today's Menu?

U.S. Department of Energy Building Energy Codes Program

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BECP Training History

- Stand-up
- Videotapes
- Satellite broadcasts
- Computer-based (CDs)





- Stand-up
- Webcasts
- Self-paced
- Online videos

Webcasts

Pros

- Reach a larger audience
- Lower cost per student
- Travel/availability

Cons

- Rely on service provider
- Technical issues
- Not great for "Hands-on" activities

Webcasts - Things to Consider

- Date/Time of Event
- Material Preparation
- Announcement
- Registration
- Issues Prior to Event
- Issues During Event
- Follow-Up

Date/Time of Event (A)

- When
- Who

Date/Time of Event (B)

- Time zones
- Other events

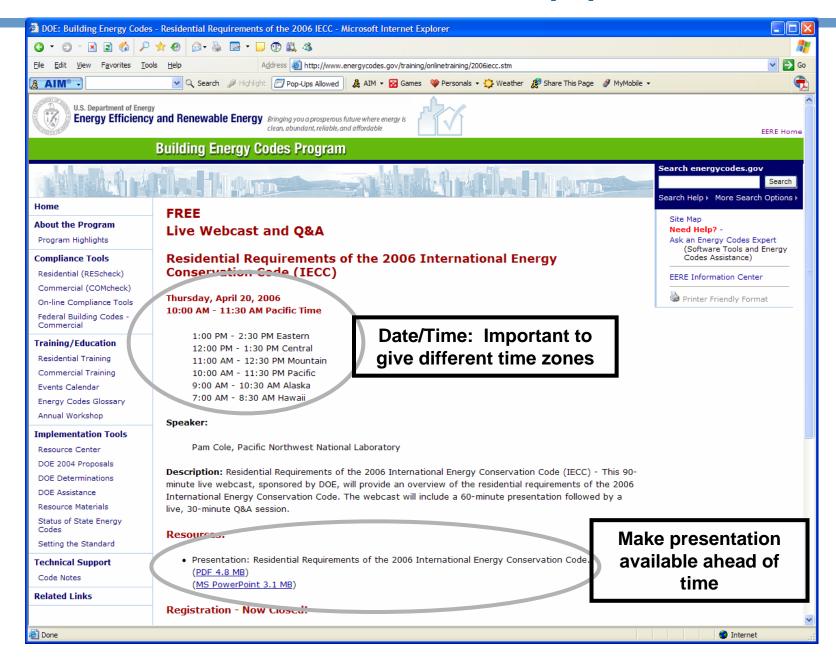
Material Preparation (A)

- Length of material
- Material approved by others
- Format

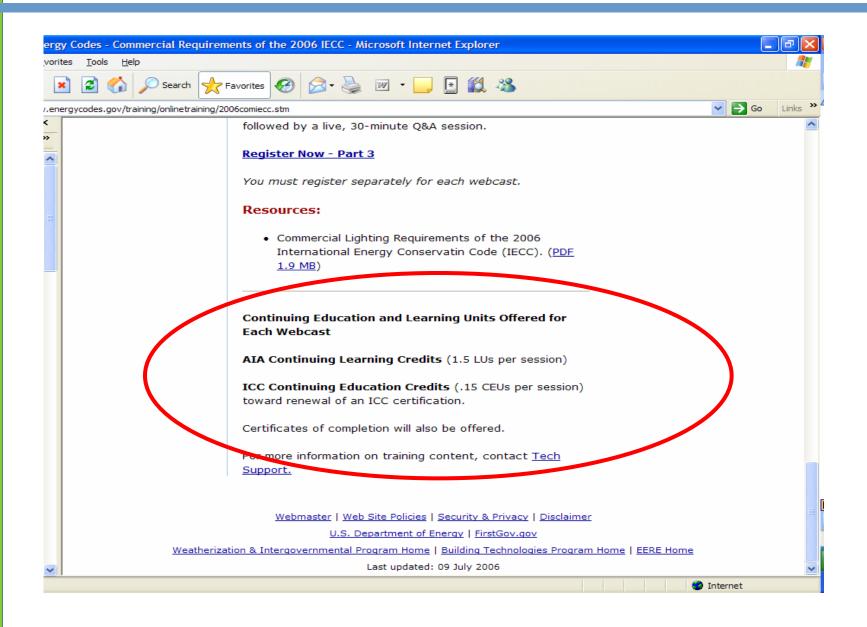
Material Preparation (B)

- Responsible?
- Due date?
- Web service provider?

Announcement – Website (A)



Announcement Website (A)



Announcement – Website (B)

- Information layout
- CEUs

Announcement – Email (A)



Live Webcast (No Cost)

Residential Requirements of the 2006 International Energy Conservation Code (IECC)

Thursday, April 20, 2006 10:00 am to 11:30 am Pacific Time

This live one-hour webcast followed by a 30-minute Q & A session with participants will provide an overview of the residential requirements of the IECC.

Don't Wait!
Registration is Open!
Limited Space Remaining!

Note: If you plan to view the webcast with others at a shared location, only one registration is needed

Announcement – Email (B)

- Forward email to a friend
- Forward certain details (but not entire email)
- Registration?

Registration (A)



Welcome to the Commercial Lighting Requirements of the 2006 IECC registration page, Advanced registration for this event will enable us to provide you with faster, more efficient service. When you have completed registration, you will receive an online and e-mail confirmation. Your confirmation will include an event passcode and PIN that will ensure your secure access on the day of the event. Please Note: If registration is completed after July 11th, 2006 at 3:00 pm PST, please go to http://www.energycodes.gov/training/onlinetraining/2006iecc.stm to download course materials.

Please respond to the following questions to complete the registration process. Required fields are indicated with an *.		Conference In Host's Name:
First Name:*		Conference C Title: t
Last Name:*		Event Date: 7 Event Time: 1
Email Address:*		Call Duration:
Company:*		Description: T
Occupation:*	~	j t
If occupation is not listed above, please enter it here.		F.
State:*		F
Phone number:*		F
	Submit	ì

nformation

United States Department of Energy

Commercial Lighting Requirements of

the 2006 IECC 7/13/2006

LO:00 AM Pacific Time

01 hours 30 minutes

The above call details can be used to

oin the scheduled event. Please plan to join this event at least 5 minutes prior to the scheduled start time. After entering your dial-in number, ou will be prompted to enter your passcode and PIN. The PIN provided will identify you as the registered participant for this event, and should only be used by the individual who

has registered.

Registration (B)

- Confirmation?
- Read it?
- Presentation copies?
- Multiple viewers at one site?
- Registration required?
- Attendee limit?

Registration - Reminder



Thank you for registering for the **Commercial Mechanical Requirements of the 2006 International Energy Conservation Code (IECC)** online seminar. If you would like to print a copy of the presentation in advance of the seminar, please go to:

http://www.energycodes.gov/training/2006iecc 6 22pres.pdf

PLEASE NOTE: Registration is full. Please be prepared to call in and join the event 15 minutes prior to the seminar start time. You will need BOTH a computer with an Internet connection AND a phone to participate.

You will need BOTH a computer with an Internet connection AND a phone to participate. You must turn OFF popup blockers before attempting to join the event!!

Seminar Information:

Date: Thursday, June 22, 2006

Time: 1:00 p.m. EST, 12:00 p.m. CST, 10:00 a.m. PST

Toll-free Dial-in: 888-771-4366 Toll Dial-in: 847-585-4358

Conference Passcode: 9155972

Your Personal PIN: 42474

Web conferencing URL: http://web.meetme.net/r.aspx?p=2&a=70541463291658

Thank you,

We look forward to your attendance.

Send a Reminder Two Days Prior to Event

Registration – Reminder (B)

- Phone AND computer?
- Presentation copies?

Event

- Call in early
- Log in early
- "No show" rates

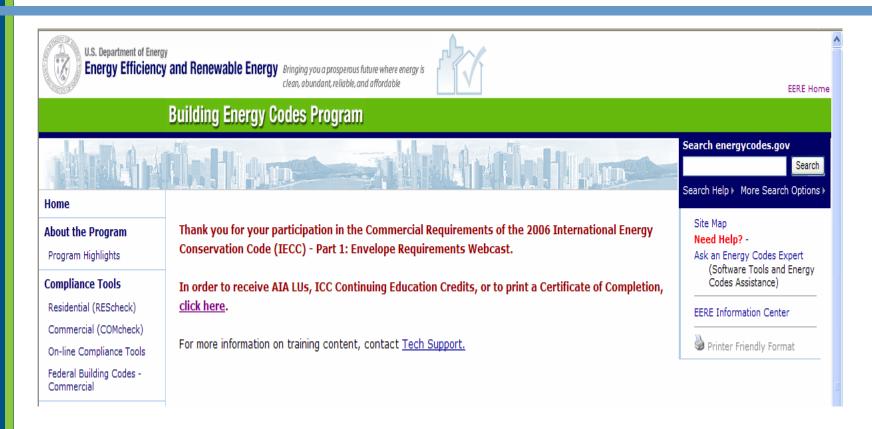
Event (B)

- Log in
- Have trouble
- Presentation copies?
- Logistics of handling questions
- Unanswered questions?
- Evaluation/feedback from attendees

Follow-Up

- Answer all questions not answered "live"
- Provide statistics on attendance, etc.
- Evaluate the evaluations

Thank You Page



Allows participants to:

- Complete Evaluation Form
- Take Test
- Print a Certificate

Thank You Page (B)

- Evaluation?
- Test?
 - AIA?
 - Other?
- Certificate?

Evaluation Form



Thank you for your participation in the webcast "Commercial Requirements of the 2006 International Energy Conservation Code (IECC) - Part 1 Envelope Requirements" conducted June 15, 2006. Please take a few minutes to provide your feedback on this event.

In order to receive AIA LUs, ICC Continuing Education Credits, or a certificate of completion, you will need to complete this evaluation form and click Submit at the bottom of the form.

Please rate the following: $1 = Low$ and $5 = High$	
Overall rating of the training program $\bigcirc 1 \bigcirc 2 \bigcirc 3 \bigcirc 4 \bigcirc 5$	
Ease of Access to Web-Based Broadcast 1 02 03 04 05	
Overall Effectiveness of Presenter: Eric Makela 01 02 03 04 05	
Would you participate in another webcast? ○Yes ○No	
Whate state do you work in? State Name (i.e. Alaska)	
Which of the following do you use for energy code compliance? (Check all that apply) Technical Assistance (techsupport@becp.pnl.gov) Website (www.energycodes.gov) REScheck/COMcheck Resource Center (http://resourcecenter.pnl.gov/cocoon/morf/ResourceCenter) Online Compliance Tools (REScheck-Web, Prescriptive Tools) None (Please explain)	
	^
	V
What additional training topics would you be interested in?	

Overall Rating

Ease of Access

Overall Effectiveness of Presenter

Participate Again?

State

BECP Products

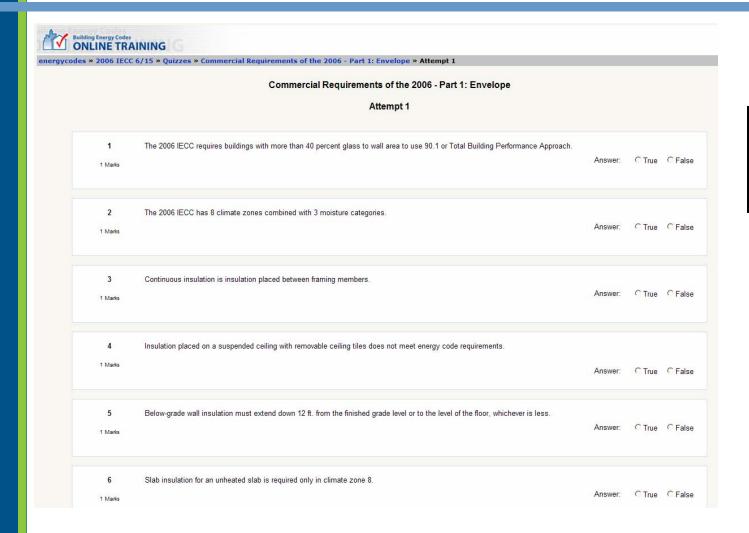
Additional Topics

Other Comments

Evaluation Form (B)

- Why?
- Gripes
- Suggestions

Test



Software grades the test and "logs" results

Test (B)

- Why?
- Who?
- How?

Certificate

Commercial Requirements of the 2006 International Energy Conservation Code (IECC) - Part 1: Envelope Requirements

Thursday, June 15, 2006

Congratulations on completing the *Commercial Requirements of the 2006 International Energy Conservation Code (IECC) - Part 1: Envelope Requirements* training. You are eligible for a Certificate of Completion, 1.5 American Institute of Architects (AIA) Learning Units (LUs) or ICC Continuing Education Credits (0.15 CEUs) toward renewal of an ICC certification.

Print Certificate of Completion

If you enter your name in the box below and press "Create Certificate", a printable certificate of completion will be created.

Be sure to select "Save To Disk" or "Save" when prompted to save the certificate to your local computer.

User Name:

Create Certificate

AIA Members - Apply for 1.5 AIA Learning Units

In order to receive AIA LUs, AIA requires that participants take and pass (by 80%) a test. IN ORDER TO MEET AIA'S SUBMITTAL REQUIREMENTS, ALL AIA MEMBERS MUST TAKE THE TEST BY Tuesday, June 27, 2006. BECP WILL NOT BE ABLE TO SUBMIT TESTS TAKEN AFTER THIS DATE TO AIA.

To take the test, go to: http://energycode.pnl.gov/moodle/course/view.php?id=25&refSite=webcast

Allows participants to generate/print their own certificates

Certificate (B)

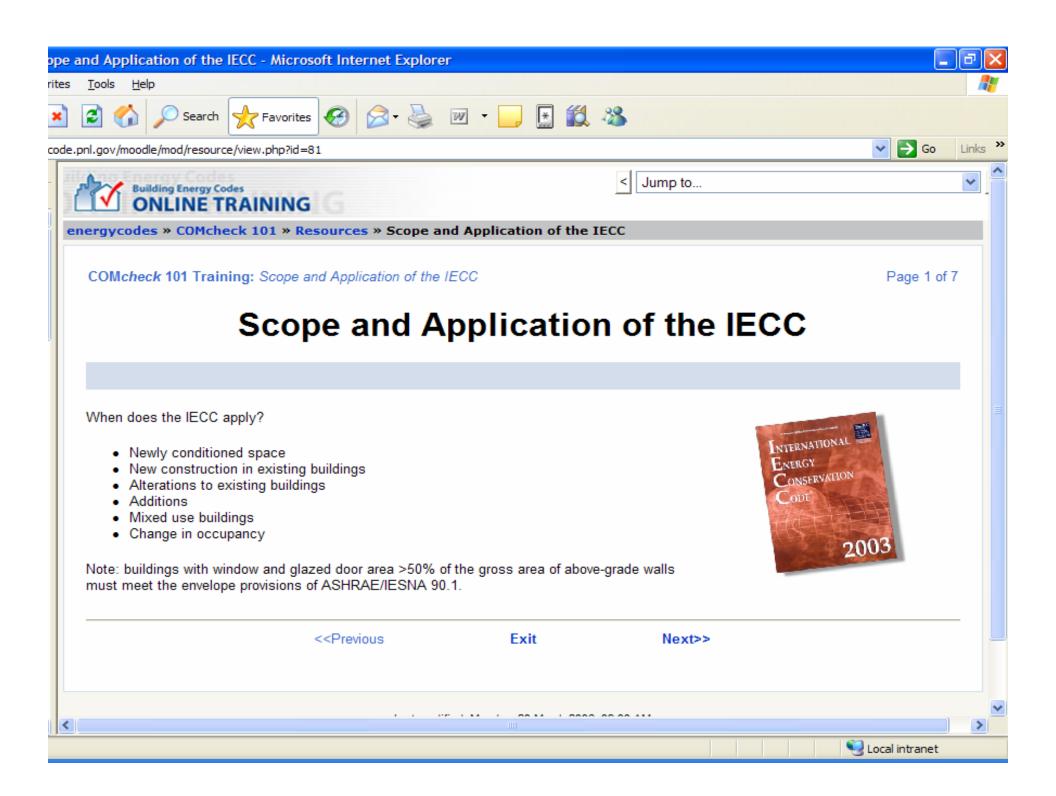
- How?
- What do I do with it?
- Doesn't work

Self-Paced

- Schedules/availability
- Information links, etc.
- Instructor accessibility

Self-Paced – Things to Consider

- Topic
- Length
- Tool to use
- Questions
 - Technical
 - Logistical
- Records?



Online Videos

- Schedules/availability
- Refresher
- Own pace (rewind, etc.)

Online Videos – Things to Consider

- Format
- Access
- Downloadable or streaming
- Server load
- Additional resources
- Residential Requirements of the 2006 IECC Training Broadcast - Windows Media Player (WMV 5.9 MB)
- Residential Requirements of the 2006 IECC
 Training Broadcast Flash Video

Resources:

 Presentation: Residential Requirements of the 2006 International Energy Conservation Code.

59 pages (MS PowerPoint 4 MB)

30 pages (PDF 2.4 MB)

Schedule of Webcast Activities

Timing	Activity
6 wks	Identify topic and set date
6 wks	Secure speakers
4 wks	Notify internal organization and set a location for them to view webcast (so they don't take up your "slots")
4-6 wks	Reserve webcast service for event and a dry run session
4-6 wks	Make sure technical assistance is available for event date
4 wks	Marketing [announcement email blast (use electronic medium to advertise webcasts); determine target audience query; have registration system set up; have plan to handle group sites]
Ongoing	Monitor registration
3-4 wks	Prepare instructional materials (log in/call in information; helpful hints for using webcast service
1-2 wks	Create evaluation form (ease of log-in, future topics)
1-2 wks	Obtain presentation from speaker(s)
2-3 days	Send instructions with a pdf (or link to pdf) of presentation – useful for participants to take notes
2-3 days	Prepare "loop" presentation – loops during 15-30 minutes prior to event – has instructions for participation during webcast (can't be used for log-in instructions because they're already logged in)
1-2 days	Conduct dry run
1 hour	On broadcast computer: open software needed during broadcast and close all unneeded software (including email and anything else that sends notifications)
After	Obtain actual attendance list
After	Send (or direct folks to) evaluation form
	How will attendees obtain a certificate of completion (watch costs with this; can be costly with a big event)
After	Respond to all unanswered questions

Suggestions:

- Have someone available to help speaker(s) with questions
- If doing several webcasts keep a simple summary spreadsheet with event title, date, # of attendees, and any other pertinent information you may be asked for later.